



USDA eAuthentication Account Registration Aid

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This document details how USDA customers and employees can obtain a USDA eAuthentication account that allows access to USDA Web applications and services protected by eAuthentication. Customers may obtain an account with Level 1 or Level 2 access while USDA federal employees may obtain an account with Level 2 access. These accounts are obtained through an electronic self-registration process.

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Customer Level 1 Access Self-Registration Process

To obtain a Level 1 USDA eAuthentication account, all customers must go to:
<https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>.

The four (4) steps to self-register are:

- STEP 1 of 4: Registration Form Completion
- STEP 2 of 4: User Information Verification
- STEP 3 of 4: Activation Instructions Notification
- STEP 4 of 4: Account Activation

STEP 1 of 4: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	<ul style="list-style-type: none">• 9 to 12 characters long• Contains at least one uppercase letter• Contains at least one lowercase letter• Contains at least one number or a special character: ! # - \$ % * = + : ; , ? ~• May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers.• May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <p>Please note: Your password will expire after 180 days.</p>
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Country	Please select the country you currently reside in.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
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Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.

After entering the information on the initial screen, click **Continue**.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*: **Email address must be valid to complete registration**

Confirm Email*:

Figure 1: Registration Form

STEP 2 of 4: User Information Verification

On the following screen, verify the information and then click **Submit**.

USDA United States Department of Agriculture
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Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links
 > What is an account?
 > Create an account
 > Update your account
Employee Links
 > Local Registration Authority Login

Create an Account

Level 1 Access
Step 2 of 4: User Information Confirmation

Verify your Level 1 access information.
 Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:	testuser1
Password:	** Not Shown **
First Name:	testFirst
Middle Initial:	
Last Name:	testLast
Home Postal/Zip Code:	
Country Name:	United States
Email:	testuser1@email.com

Please verify that your information is correct before clicking the Submit button.

Figure 2: User Information Verification

SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share your password or write it down in an insecure location.

STEP 3 of 4: Activation Instructions Notification

After submitting your account information, the next screen informs that an activation email will be issued to you, communicating your registration status and the necessary steps to complete the USDA Level 1 Credentialing process. Print this page for your future reference and verify your email address.

The screenshot shows the USDA eAuthentication website. At the top, the USDA logo and 'United States Department of Agriculture' are visible, followed by 'USDA eAuthentication'. Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left, there's a 'Quick Links' sidebar with options like 'What is an account?', 'Create an account', 'Update your account', and 'Administrator Links'. The main content area is titled 'Create an Account' and shows 'Level 1 Access' and 'Step 3 of 4: Print and Check Email'. It instructs users to print the page and provides a congratulatory message for 'Testxxxxx'. It states that a confirmation email will be sent from eAuthHelpDesk@ftc.usda.gov within 1 hour, containing an activation link. It specifies that Step 4 is contained within this email. The User ID is 'Testxxxxx' and the email address is 'testuser1@email.com'. A note warns that the account will be terminated if not confirmed within 7 days. A list of troubleshooting steps is provided for users who don't receive the email. A 'Close Window' button is at the bottom right of the main content area. The footer contains links for 'eAuthentication Home', 'USDA.gov', 'Site Map', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', and 'www.FirstGov.gov'.

USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration
- ▶ Authority Login

Create an Account

Level 1 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations Test xxxxx, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@ftc.usda.gov with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access'
Step 4 is contained within this email, and is as simple as clicking a link to activate your account.

The User ID you created is : Testxxxxx

The email address you provided is: testuser1@email.com

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

[Close Window](#)

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Figure 3: Activation Instructions

STEP 4 of 4: Account Activation

You must verify your email address by clicking on the **ACTIVATE MY ACCOUNT** link within this email:

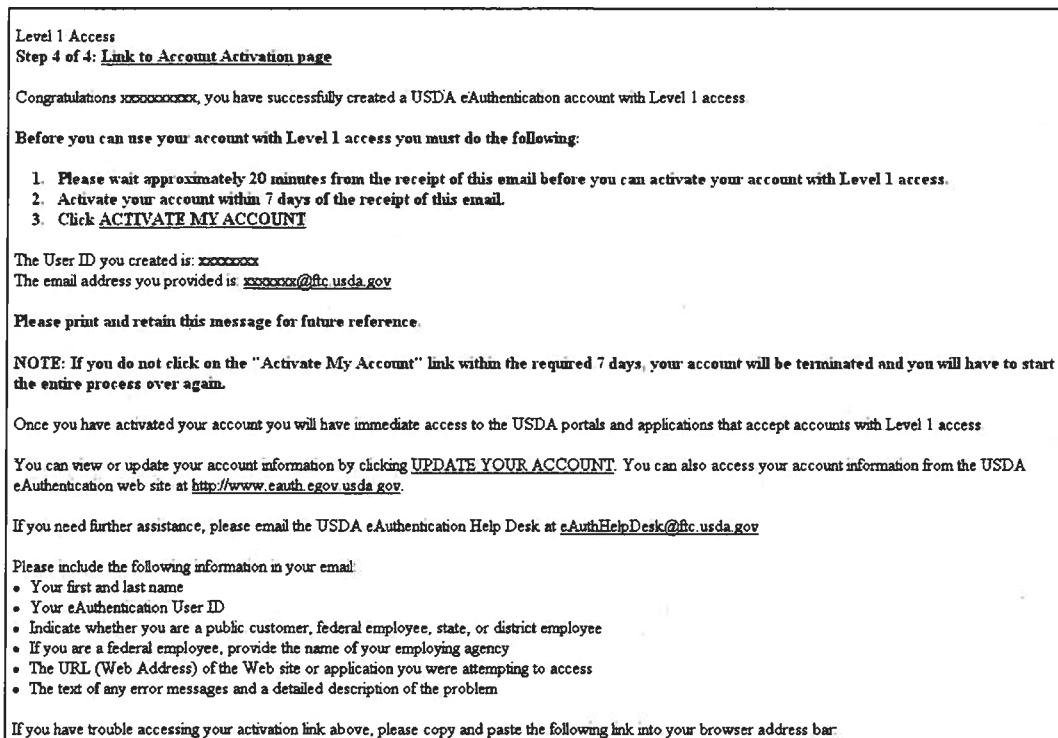


Figure 4: Activation Email

Once you have completed this step, you have a valid **Level 1 access** USDA Account. You will see this confirmation screen:

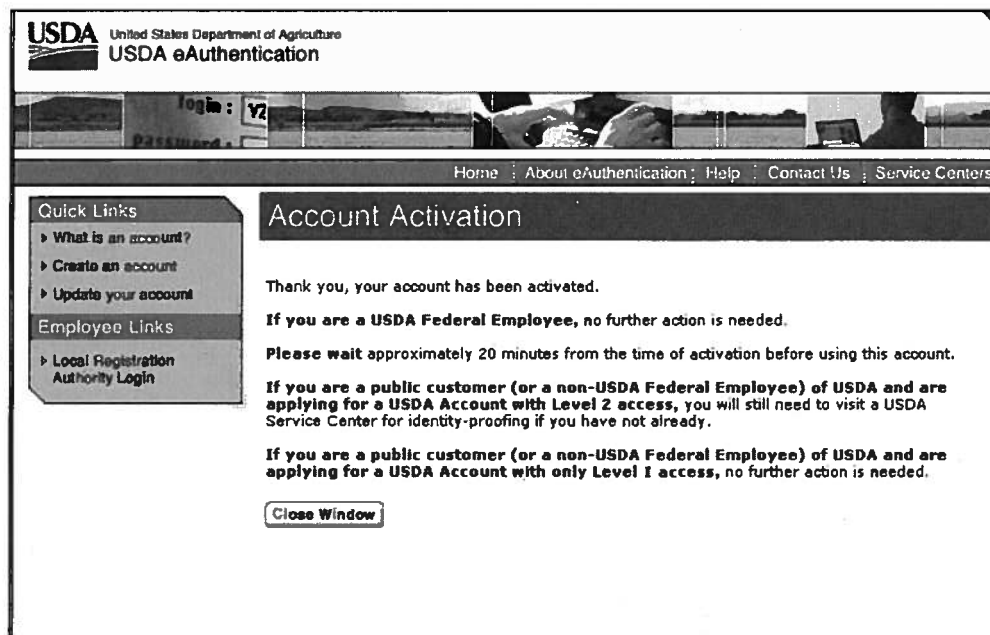


Figure 5: Account Activation

Customer Level 2 Access Self-Registration Process

To obtain a Level 2 USDA eAuthentication credential, all customers must go to <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>.

The five (5) steps to self-register are:

- STEP 1 of 5: Registration Form Completion
- STEP 2 of 5: User Information Verification
- STEP 3 of 5: Activation Instructions Notification
- STEP 4 of 5: Account Activation
- STEP 5 of 5: In-Person Identity Proofing

STEP 1 of 5: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	<ul style="list-style-type: none">• 9 to 12 characters long• Contains at least one uppercase letter• Contains at least one lowercase letter• Contains at least one number or one of these special characters: ! # - \$ % * = + : ; , ? ~ In addition: <ul style="list-style-type: none">• Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.• Do not use words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.• Your password will expire after 180 days.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.

Home Address, Home City, and Home State	Please enter your current home address, city, and state.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country you currently reside in.
Mother's Maiden Name:	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN:	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Security Questions & Answers	Choose security questions from the pull-down list. Then type answers that only you would know.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Phone	Please enter your current home phone.
Alternate Phone	Please enter an alternate phone.

After entering the information on the initial screen, click **Continue**.

Quick Links What is an account? Create an account Update your account Administrator Links Local Registration Authority Login	<h2>Create an Account</h2>	
	Form Approved - OMB No. 0503-0014	Create an Account Help
	Level 2 Access Step 1 of 4: User Information	
	If you are a USDA Federal Employee, click Employee Create an Account to continue with the USDA eAuthentication registration process.	
	Public customers should complete the information below to create a USDA account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.	
	All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).	
	User ID*:	<input type="text"/> 6-20 characters
	Password*:	<input type="password"/> 9-12 characters
		Click here for additional requirements
	Confirm Password*:	<input type="password"/>
	First Name*:	<input type="text"/>
	Middle Initial:	<input type="text"/>
	Last Name*:	<input type="text"/>
	Home Address*:	<input type="text"/>
	City*:	<input type="text"/>
	State*:	<input type="text"/>
	Home Postal/Zip Code*:	<input type="text"/>
	Country Name*:	<input type="text"/>
		Email address must be valid to complete registration
	Email*:	<input type="text"/>
	Confirm Email*:	<input type="text"/>
	Home Phone:	<input type="text"/>
	International Home Phone: (if applicable)	<input type="text"/>
	Alternate Phone:	<input type="text"/>
	International Alternate Phone: (if applicable)	<input type="text"/>
	Mother's Maiden Name*:	<input type="text"/>
	4 digit PIN*:	<input type="text"/> NOTE: You cannot use a zero as the first digit
	Your Date of Birth*:	<input type="text"/> mm/dd/yyyy
	Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.	
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Click the Continue button to go to Step 2	
	<input type="button" value="Reset"/> <input type="button" value="Continue"/>	

Figure 1: Registration Form

STEP 2 of 5: User Information Verification

On the following screen, verify the information and then click **Submit**.

SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

STEP 3 of 5: Activation Instructions Notification

After submitting your account information, the following screen informs that an activation email will be issued to you. This activation email will contain instructions for completing the USDA Level 2 Credentialing process. Print this page for your future reference.

The screenshot shows the USDA eAuthentication web interface. At the top, the USDA logo and 'United States Department of Agriculture USDA eAuthentication' are displayed. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left, a 'Quick Links' sidebar contains links for 'What is an account?', 'Create an account', 'Update your account', 'Employee Links', and 'Local Registration Authority Login'. The main content area is titled 'Create an Account' and shows 'Level 2 Access' and 'Step 3 of 4: Print and Check Email'. It instructs the user to print the page for future reference and congratulates them on completing their initial registration. It states that a confirmation email will be sent from eAuthHelpDesk@usda.gov within 1 hour, containing instructions for Step 4. The user ID 'testdev2' and email 'testdev2@email.com' are displayed. A 'Level 2 access activation process' is outlined with three steps: 1. Click the email confirmation link within 7 days. 2. Go to www.eauth.egov.usda.gov and click 'Update Your Account'. 3. Present a government-issued photo ID to a USDA Local Registration Authority (LRA). A note states that until activated by an LRA, the user cannot conduct official electronic business. A final note provides troubleshooting steps if the confirmation email is not received after 24 hours. A 'Close Window' button is at the bottom right, and a footer contains links to eAuthentication Home, USDA.gov, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account
- Update your account

Employee Links

- Local Registration Authority Login

Create an Account

Level 2 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations testFirst testLast, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'. Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.

The User ID you created is : testdev2
The email address you provided is: testdev2@email.com

Level 2 access activation process:

- Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

- Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
- Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.usda.gov>

NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

If after 24 hours you do not receive the confirmation email:

- Check your email provider filters.
- Check your personal email filter settings.
- Contact the eAuthentication helpdesk at eAuthHelpDesk@usda.gov. Please provide your User ID, first and last name, and email address.

Close Window

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Figure 2: Activation Instructions

STEP 4 of 5: Account Activation

You must confirm your account by clicking on the **ACTIVATE MY ACCOUNT** link within this email.

Level 2 Access
Step 4 of 4: [Link to Account Activation page](#)

Congratulations , you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

4. Go to the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov> and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
5. Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov/locator/app>.

NOTE: Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is: xxxxxxxx
The email address you provided is: xxxxxxx@xxx.usda.gov

Please print and retain this message for your future reference.


One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the eAuthentication Help Desk at eAuthHelpDesk@fic.usda.gov.

Figure 3: Activation Email

NOTE: Once you have completed this step, you have a valid Level 1 account and will see the following screen. In order to obtain an activated Level 2 account you will need to complete Step 5.



United States Department of Agriculture
USDA eAuthentication

login :

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Service Centers

Quick Links

What is an account?

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Update your account

Employee Links

Local Registration Authority Login

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Figure 4: Account Activation

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STEP 5 of 5: In-Person Identity Proofing

The final step to obtain Level 2 access will require you to be identity-proofed: take your government-issued photo ID (e.g. state issued drivers license) and present it in person to a USDA Service Center where a USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center offices go to <http://offices.sc.egov.usda.gov/> . We recommend calling ahead to schedule an appointment.

IMPORTANT NOTE:

Before you visit a USDA Service Center, please verify that all of your information on file with USDA is correct. Incorrect data will result in failure of the in-person Identity Proofing Process. To verify or update your information, go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update your account", then log in with your User ID and password. Select "Modify my profile" and make any needed changes.